

Sample Policy

Smoke-free Ontario Act: (Name of LTC Home) Policy

Date:

Policy Statement

On May 31, 2006 the Smoke-Free Ontario Act (SFOA) took effect. Homes wishing to allow indoor smoking are required to build a Controlled Smoking Area according to specifications in the SFOA. After consultation with residents, councils and decision makers, it has been decided that _____ will not be constructing a CSA. The purpose of the policy is to ensure that those who work, visit or receive services at _____ do not experience the many detrimental health consequences associated with second-hand smoke.

Application

This Policy applies to all employees, clients, family members, visitors, physicians, residents, students, volunteers, suppliers, agency staff, Board members and independent, third-party contractors working in any capacity at _____.

No Smoking at _____

Smoking is prohibited:

1. Within all _____ buildings and designated areas.
2. Within all _____ vehicles that are owned or leased for _____ business.
3. Within a 9 metre radius of any _____ entrance or air intake area.
4. At the designated smoke-free entrances.
 - (Description of the entrance locations)
5. Within all courtyards

*signage will be provided to clarify the smoke-free areas

*a smoking shelter will be built according to the SFOA regulations

Support for Those Working at _____ and Residents

Smoking is an addiction and it is acknowledged that changing one's smoking pattern is difficult. Therefore _____ is committed to taking a proactive approach in offering education resources and a list of community resources for assistance.

Residents and Safe Smoking

The SFOA legislation states that residents must be able, in the opinion of the proprietor or employer, to smoke safely without assistance from an employee in order to smoke in a controlled smoking area. Although we do not have a CSA, _____ assesses those who wish to smoke outside to ensure they can do so safely. This is to ensure that the resident is independently safe to smoke.

Residents who are not allowed outside on their own

Health care staff will not escort residents, who are not allowed outside on their own. This is not only for staff health issues, but also to ensure coverage of the residents' needs on the floor. We would also ask family or visitors to remember that if the resident is not independent enough to smoke, providing them with assistance to smoke on visits may mean that they will be in withdrawal after the visit.

Residents who are cutting back on smoking or quitting

Residents will be provided with smoking cessation programs and medical aids; support and education will be provided by the health-care team.

Compliance

Employees who do not abide by the policy and are caught smoking in smoke-free areas will be disciplined according to existing Human Resource policies.

Those working at _____ are encouraged to enforce the policy to ensure its effectiveness. If one witnesses a resident or visitor smoking where smoking is prohibited, the following are steps to enforce the policy:

1. Approach the person and inform him/her that smoking is not permitted in that area. If appropriate, advise the person that if he/she wishes to continue smoking to go outside to an area where smoking is allowed.
2. If further assistance is required, contact a manager.

Adapted with permission from *Centre for Addiction and Mental Health Smoke-free Policy* (CAMH) and from *Smoke-free Ontario Act: Sunnyside Home Resident Smoking Policy* (Sunnyside Home, Region of Waterloo).